



BOARD OF COUNTY COMMISSIONERS

301 South Monroe Street
Tallahassee, Florida 32301
(850) 488-4710

Attachment # 2
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October 28, 2003

Commissioners:
WILLIAM C. PROCTOR, JR.
District 1
JANE G. SAULS
District 2
DAN WINCHESTER
District 3
TONY GRIPPA
District 4
BOB RACKLEFF
District 5
RUDY MALOY
At-Large
CLIFF THAELL
At-Large

PARWEZ ALAM
County Administrator
(850) 488-9962

HERBERT W.A. THIELE
County Attorney
(850) 487-1008

Ms. Debbie Wonsch, Manager
Florida Department of Community Affairs
Emergency Management Preparedness and
Assistance Grants Program
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Dear Ms. Wonsch:

Enclosed are four (4) copies of the executed Fiscal Year 2003-04 (FY04) Grant Agreement (#04BG-04-02-47-01-037) for funding from the Emergency Management Preparedness and Assistance Trust Fund.

Please execute the agreements and return one original signature copy to:

Richard R. Smith, Director
Leon County Sheriff's Office
Division of Emergency Management
535 Appleyard Drive
Tallahassee, Florida 32304

Additionally, as indicated in Section 10(c) of the Agreement the Leon County Board of County Commissioners has designated Mr. Richard R. Smith, Emergency Management Director, as the County's Agreement Administrator for the FY-04 Agreement.

Pursuant to your request, I have also enclosed the position descriptions for our Emergency Management Director and Coordinator.

Should you have any further questions or require additional information concerning this matter, please call Mr. Smith at (850) 488-5921.

Sincerely,

Tony Grippa, Chairman
Board of County Commissioners